KUMARGANJ COLLEGE

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Memo No.....



Date 11/11/2025

All Heads of Departments are hereby requested to prepare and submit the Book Purchase List in EXCEL format for the 1st to 8th semesters of their respective departments.

The list must include the following details:

Semester

Paper name

Book title

Author's name

Editor's name (if applicable)

Publisher's name

Price of each book

Number of copies required

Total expenditure

A dedicated folder named "Book Purchase List" has been created in the Exam Cell Computer. You are requested to upload your department's list to this folder on or before 15 November 2025.

Your cooperation in completing this task within the stipulated time will be highly appreciated

Prof.(Dr.) Dipak Mondal

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